

Accommodation:

We have reserved accommodation for participants of the conference in Hotel Olsanka according to the period which was indicated his/her registration form.

(Address: Táborská 23/1000; 130 00 Praha 3 – Žižkov)

www.hotelolsanka.cz/contact?locale=en

<http://www.hotelolsanka.cz/>

Information on how to get to the hotel is available on the hotel website

(<http://www.hotelolsanka.cz/>).

Payment for accommodation

ESTEC - CZECH INCOMING TOUR OPERATOR is the official accommodation agent for the conference "Hidden Europe: The Challenge to Diaconia and Christian Social Practice".

You will receive **an invoice from ESTEC** for your accommodation in hotel Olsanka during **the second half of July**.

You can pay the invoice in any of the following ways:

1. At the latest 14 days before your arrival:

- **by bank transfer**

- **by credit card** - there will be an additional surcharge of 2% for this method of payment to cover the extra fees of the credit card companies

2. Upon arrival - during registration (in the hotel on Wednesday 26 September from 15:00 to 19:00. For those who arrive later it will be possible to register on Thursday morning.)

(If you choose this method of payment ESTEC will ask you for pre-authorization for the 1st night on your credit card. This pre-authorization will be immediately cancelled after the payment in Prague.)

- **cash payment**

- **payment by credit card** - there will be an additional surcharge of 2% for this method of payment to cover the extra fees of the credit card companies

ESTEC WILL CONTACT YOU TO ASK YOU WHICH METHOD OF PAYMENT YOU HAVE CHOSEN FOR YOUR ACCOMMODATION IN HOTEL OLSANKA.

Check-out and "late check-out"

You will have to **check out of your room on the day of departure by 10:00.**

It will be possible to leave your luggage in a locked room in the hotel. Alternatively, if you wish to have **use of your room after 10:00, you can pay an extra charge of up to 19 €**, depending when you check out (by 19:00 at the latest). If you want to take advantage of this "late check-out", please contact ESTEC as soon as possible, saying you are a participant at the "DIACONIA" conference, and giving the day and time of your late check-out.

You can contact ESTEC by writing to: bartova@estec.cz with a copy to hlavac@estec.cz

For more details see: www.estec.cz